



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 6, 2022

Bobby Ludwick  
YMCA of Greater Kalamazoo  
1001 W. Maple  
Kalamazoo, MI 49008

RE: Application #: DC390413022  
**Washington Writer's YMCA Prime Time**  
**1919 Portage Street**  
**Kalamazoo, MI 49008**

Dear Ms. Ludwick:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, an original license with a maximum capacity of 118 is issued.

Please review the attached documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9727.

Per MCL 722.113g, this report must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in cursive script that reads "Julia Majka".

Julia Majka, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(517) 284-9713

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC390413022
<b>Applicant Name:</b>	YMCA of Greater Kalamazoo
<b>Applicant Address:</b>	1001 W. Maple Kalamazoo, MI 49008
<b>Applicant Telephone #:</b>	(269) 324-9625
<b>Licensee/Designee:</b>	Bobby Ludwick, Designee
<b>Name of Facility:</b>	Washington Writer's YMCA Prime Time
<b>Facility Address:</b>	1919 Portage Street Kalamazoo, MI 49008
<b>Facility Telephone #:</b>	(269) 345-9622
<b>Application Date:</b>	06/17/2022
<b>Capacity:</b>	118
<b>Program Type:</b>	CHILD CARE CENTER

## II. METHODOLOGY

06/16/2022	Onsite inspection completed-full compliance
06/16/2022	Inspection Completed-Env Health: A
06/17/2022	Enrollment Online enrollment (5/17/22)
06/17/2022	Contact - Document Sent Rule & Act booklets; CC Comprehensive Background Cks; Reimburse ltr & form
06/17/2022	Application Incomplete Letter Sent
07/05/2022	File transferred to field office

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Description of Facility

**Approved space (room numbers, sizes, capacity and ages of children for which each room/well-defined space is approved, etc.):** The facility is located within Kalamazoo Public School, Washington Writer's Academy. The rooms approved for child use space include the art room, music room, cafeteria, and gym. The gym is not included in determining capacity.

The art room measures approximately 28ft. x 33ft. providing a total of 924 square feet. This accommodates a capacity of 26 children ages 5-12 years.

The music room measures approximately 27ft. x 38ft. providing a total of 1,026 square feet. This accommodates a capacity of 29 children ages 5-12 years.

The cafeteria measures approximately 51ft. x 43ft. providing a total of 2,193 square feet. This accommodates a capacity of 63 children ages 5-12 years.

**Equipment:** The facility has the required amount of developmentally appropriate equipment for the ages and capacity requested.

**Number of sinks and toilets:** The facility has access to a total of 9 toilets and 7 handwashing sinks.

**Outdoor play area - location, fenced or not, water hazards:** The outdoor play area is located on the East side of the school building. It is fully fenced and there are no water hazards present.

**Documentation if a lead hazard risk assessment was required and the results:** The school was built in 2014; therefore, a lead hazard risk assessment is not required.

**Documentation of playground safety:** The facility will only serve school age children; therefore, a playground inspection is not required.

## **B. Program Description**

**Ages of children served:** The facility will serve children ages 5-12 years.

**Proposed days and hours of operation:** The facility will operate Monday through Thursday during the summer months and the hours of operation are 7:00am to 8:30am and 1:30pm to 6:00pm. During the school year the facility will operate Monday through Friday for before and after school care from 6:30am to 9:00am and 3:30pm to 6:00pm.

**Full or part time (AM or PM sessions or both):** Part time care is provided.

**Other program components - transportation, swimming, food service:** The facility does not provide transportation or swimming. An afternoon snack is provided.

**Name of program director and under what rules the program director is qualified:** Timothy Cannata is the approved program director. He is approved under 8113(8) and (12).

**Is there a central administrator that meets the administrative requirement?**

Tim Sheldon is the central administrator. He has three semester hours in child care administration.

**Explanation of variance(s), if any:** None.

## **C. Rule/Statutory Violations**

The center was in full compliance at the time of the onsite inspection.

**IV. RECOMMENDATION**

I recommend issuance of an original provisional license to this child care center.

*Julia Majka*

7/6/2022

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Julia Majka  
Licensing Consultant

Date

Approved By:

*Yolanda Sims*

7/6/2022

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Yolanda Sims  
Area Manager

Date